

**San Joaquin Valley
Unified Air Pollution Control District**

Permit to Operate Application Review Process

Approved By: <u> Signed </u> Mark Boese, Deputy APCO	Date: <u> 11/2/92 </u>
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Purpose: To outline the flow of all applications for Permit to Operate, except for over-the-counter permits, from the point of receipt to issuance of a Draft Permit to Operate.

I. Receipt of Applications

All applications received by the District will be forwarded to the Permit Services Receiving Clerk. The receiving clerk will perform the following tasks.

- A. Assign a project number to the application. The project number will have 6 digits beginning with the last 2 digits of the calendar year followed by 4 digits sequentially assigned to new projects (for example, the project number for the 123rd application received in 1992 will be 920123).
- B. If an applicant wishes to pay with cash, make copy of the application showing the project number and direct the applicant to the Finance Department. (The Finance Department will then notify the Permit Services Division of the amount paid.)
- C. Enter the project number in the space provided on the application.
- D. Update the written receiving log identifying the company name, project number, and date received.
- E. If the application is for a new facility, create a master facility record containing the general facility information (ie. name, address, etc.) in the computerized database.
- F. Enter the facility I.D. number and the computer number on the application.
- G. If any filing fees accompany the application, enter the amount paid and the check number (or "cash") in the space provided on the application. Forward checks or cash along with a copy of the application to the Finance Department.

- H. A file will be created and labeled with the company name and the project number.
- I. Forward all application files to the Permit Services Manager no later than one working day following the receipt of each application.

II. Assignment for Preliminary Review

The Permit Services Manager prepares a written assignment sheet containing the following information:

- A. Application/project number,
- B. Date assigned,
- C. Date project is due, and
- D. Processing staff name.

Assignments for the entire Permit Services Division staff in the regional office will be made on a single document which shall be distributed to all permit processing staff. Assignments for preliminary review will be typically made on a daily basis as applications are received. In order to meet the 30 day statutory deadline for assessing the completeness of an application, the preliminary review assignments will have priority over other assignments.

III. Log Applications

The processing staff assigned to the project shall log the application into the computerized database. If sufficient information is not available to determine the number of emissions units, at least one application number shall be logged into the database.

IV. Preliminary Review

The scope of the preliminary review is limited to determining whether the application contains the information needed to evaluate the project and to ensure the appropriate filing fees are paid. The processing staff shall perform the following tasks:

- A. Applications containing inadequate information to determine the number of emissions units:
 - 1. Prepare form letter POINCOM.LTR and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter is forwarded to the Permit Services Manager for signature and then to the clerk for mailing.
 - 2. Update the application status on the computerized database and place the application in the pending applications filing cabinet.

- B. Applications containing adequate information to determine the number of emissions units:
 - 1. Determine whether the appropriate filing fees have been paid. Prepare a bill if additional filing fees are due.
 - 2. If the application contains all necessary technical information but lacks appropriate filing fees, prepare a form letter POFFBIL.LTR along with a bill and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter and the bill for filing fees are forwarded to the Permit Services Manager for signature and then to the Finance Department for billing.
 - 3. If the application lacks both the necessary technical information and the appropriate filing fees, prepare form letter POINC&B.LTR along with a bill and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter and the bill for filing fees are forwarded to the Permit Services Manager for signature and then to the Finance Department for billing.
 - 4. If appropriate amount of filing fees are paid but the application lacks the necessary technical information, prepare form letter POINCOM.LTR and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter is forwarded to the Permit Services Manager for signature and then to the clerk for mailing.
 - 5. Update the application status on the computerized database and place the application in the pending applications file cabinet.

C. Complete Applications

The Finance Department will notify the Permit Services Division of receipt of filing fees within one working day after posting revenues. This information will be forwarded to the Permit Services Manager for distribution to the permit processing staff.

All additional information received shall be distributed to the appropriate permit processing staff directly by clerical staff.

If sufficient fees or information are not received, start with procedure in section IV. A. above.

Applications are deemed complete only after the filing fees are paid in full and all necessary technical information is received. If the application appears complete, the permit processing staff shall prepare form letter POCOMPL.LTR and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter is forwarded to the Permit Services Manager for signature and then to the clerk for mailing.

The permit processing staff shall update the application status on the computerized data base and place the application in the pending PTO applications filing cabinet.

V. Denial of Applications Lacking Appropriate Fees or the Needed Information

A. The permit processing engineer shall attempt to contact the applicant by phone to verify the receipt of the correspondence and/or bills issued by the District. If the applicant is reached, the deadline for submitting the fees or the additional information shall be extended if the applicant commits to providing the information or the fees within a reasonable time. All telephone conversations or attempted calls shall be recorded on the telephone conversation log sheet and shall be filed.

B. If the applicant cannot be reached or the information is not received within the specified deadline, the permit processing staff shall prepare form letter POINTDNY.LTR and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter is forwarded to the Permit Services Manager for signature and then to the clerk for mailing by Certified Mail.

- C. Should the above certified letter go unanswered, the permit processing staff shall prepare form letter PODENIAL.LTR and forward to the Supervising/Senior Engineer assigned lead responsibility. After review and necessary corrections, the letter is forwarded to the Permit Services Manager for signature and then to the clerk for mailing by Certified Mail.

VI. Assignments for Engineering Evaluation

Assignments shall be made by the Permit Services Manager based on the date the application was deemed complete. Projects should be assigned to the individual who performed the preliminary review of the application if possible. However, other considerations including equal distribution of the workload, fast tracking of the review process, or deadlines may necessitate assignment to other staff members.

Current assignments for the entire Permit Services Division staff in each regional office will be on a single document which shall be distributed to all permit processing staff. Assignments for engineering evaluation will typically be made on a weekly basis.

VII. Engineering Evaluations

The primary purpose of the engineering evaluation is to verify compliance of the proposed project with all applicable local, State and Federal rules and regulations. The permit processing staff shall prepare an engineering evaluation using the Engineering Evaluation Format. A single engineering evaluation shall be prepared for all applications contained in one project.

- A. The permit processing staff shall forward the draft engineering evaluation and Draft Permit to Operate to the Supervising/Senior Engineer assigned lead responsibility for review and corrections. Once any corrections or additions have been made, the entire file containing the engineering evaluation and draft Permit to Operate are forwarded to the Manager of Permit Services. Upon approval by the Permit Services Manager, a copy of the Draft Permit to Operate is forwarded to the Compliance Division for inspection and compliance verification. All documents shall be forwarded to the Permit Services Clerical staff for filing in the main area designated for all premise files.

VIII. Projects Requiring Denial

- A. Notice of Imminent Denial

Upon concurrence by the Permit Services Manager, the engineering evaluation and draft letter of imminent denial describing the deficiencies and possible remedies shall be forwarded to the Director of Permit Services. Upon approval by the

Director of Permit Services, the permit processing staff shall describe the content of the letter to the applicant by telephone prior to mailing.

B. Final Decision to Deny Application

When an applicant does not satisfactorily respond to the letter of imminent denial, the application shall be denied in writing. The letter of denial must explain the reasons for the denial as provided in Rule 2040 and must be sent Certified Mail.